



# City of Allegan Guide to Development

*This document was compiled to assist potential developers and other community stakeholders interested in investing in the City of Allegan.*

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## CONTACT INFORMATION

### **Allegan City Hall**

231 Trowbridge St, Allegan, MI 49010  
(269) 673-5511

### **Joel Dye, City Manager**

[jdye@cityofallegan.org](mailto:jdye@cityofallegan.org)  
(269) 673-5511

### **Christopher Tapper, City Clerk**

[ctapper@cityofallegan.org](mailto:ctapper@cityofallegan.org)  
(269) 673-5511

### **Lyndsey Schembarger, City Assessor**

[lschembarger@cityofallegan.org](mailto:lschembarger@cityofallegan.org)  
(269) 673-5511

### **Professional Code Inspections of MI**

#### **Lori Castello, Zoning Review Services**

[lcastello@pcimi.com](mailto:lcastello@pcimi.com)  
(616) 877-2000

### **Professional Code Inspections of MI**

#### **Bret Rietkirk, Building Inspector**

[brietkirk@pcimi.com](mailto:brietkirk@pcimi.com)  
(616) 877-2000

### **Lakeshore Advantage, Regional Economic Development Services**

[info@lakeshoreadvantage.com](mailto:info@lakeshoreadvantage.com)  
(616) 772-5226

### **Allegan Area Chamber of Commerce**

#### **Tim Perrigo, Executive Director**

[director@alleganchamber.com](mailto:director@alleganchamber.com)  
231 Trowbridge St, Unit #1, Allegan, MI 49010

## MEETING SCHEDULES

*All meeting dates, times, and locations listed below are subject to change, but all changes will be posted at City Hall.*

The **Allegan City Council** meets at 6:00pm for Study Session and 7:00pm for the Regular Council Meeting on the second and fourth Mondays of each month unless otherwise posted. Meetings are held in the Council Chambers of the Allegan City Hall, 231 Trowbridge Street, Allegan, Michigan.

The **Allegan Historic District Commission** meets at 7:00pm on the first Monday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Allegan City Hall, 231 Trowbridge Street, Allegan, Michigan.

The **Allegan Economic Development Corporation** meets quarterly at 12:00 Noon on the first Wednesday of February, May, August, and November unless otherwise posted. Meetings are held in the Council Chambers of the Allegan City Hall, 231 Trowbridge Street, Allegan Michigan.

The **Allegan Downtown Development Authority** meets at 8:00am on the second Wednesday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Allegan City Hall, 231 Trowbridge Street, Allegan, Michigan.

The **Allegan Planning Commission** meets at 6:00pm on the third Monday of each month unless otherwise posted. Meetings are held in the Council Chambers of the Allegan City Hall, 231 Trowbridge Street, Allegan, Michigan.

## THE DEVELOPMENT REVIEW PROCESS

There are various development review steps that must be taken when proposing a development within the City of Allegan. These steps may include conceptual review meetings, site plan reviews, rezoning or variance requests, and special use permit requests. This section has been designed to assist developers and other stakeholders as they undertake development projects. If you have any additional questions, please feel free to reach out to Joel Dye (City Manager) at [jdye@cityofallegan.org](mailto:jdye@cityofallegan.org) or Lori Castello (Zoning Administrator) at [lcastello@pcimi.com](mailto:lcastello@pcimi.com).

### CONCEPTUAL SITE PLAN REVIEW MEETING PROCEDURE

While many of your questions about the site plan review process can likely be answered with a phone call to the City of Allegan's Zoning Administrator, there may be a situation in which you'd like additional assistance in the form of a conceptual review meeting. In this meeting, the Zoning Administrator will answer your questions about the process of permit applications and approval, go over the relevant zoning ordinances, and troubleshoot problems before you submit your application.

Please note that site plan reviews are only needed for non-residential buildings or multi-unit residential developments.

If you would like to schedule a conceptual review meeting, please contact the Zoning Administrator, Lori Castello ([lcastello@pcimi.com](mailto:lcastello@pcimi.com)), and prepare the below documentation.

- a) Site Survey
- b) Sketch or Aerial Photo of Site
- c) Proposed Structures and Uses of Site

### SITE PLAN REVIEW REQUIREMENTS AND APPLICATION

Site plan reviews are needed for non-residential buildings or multi-unit residential developments. In order to begin the site plan review process, you must fill out [this application](#) that will be submitted to PCI of Michigan ([lcastello@pcimi.com](mailto:lcastello@pcimi.com)). The Zoning Administrator and other city staff will review your application before it is presented to the Planning Commission. The Planning Commission makes the decision to approve or deny site plans. For more information about the review process and application materials, please see the flowcharts located at the end of this section.

## **REZONING REQUEST PROCESS AND APPLICATION**

In order to request a rezoning, you must fill out [this application](#) that will be submitted to PCI of Michigan ([lcastello@pcimi.com](mailto:lcastello@pcimi.com)). After undergoing review by the Zoning Administrator and other city staff, the application must receive approval from both the Planning Commission and City Council. For more information about the review process, please see the flowcharts located at the end of this section.

## **VARIANCE REQUEST PROCESS AND APPLICATION**

In order to request a variance, you must fill out [this application](#) that will be submitted to PCI of Michigan ([lcastello@pcimi.com](mailto:lcastello@pcimi.com)). After undergoing review by the Zoning Administrator and other city staff, the application must receive approval from the Zoning Board of Appeals. For more information about the review process, please see the flowcharts located at the end of this section.

## **SPECIAL USE PERMIT REQUEST PROCESS AND APPLICATION**

In order to request a special use permit, you must fill out [this application](#) that will be submitted to PCI of Michigan ([lcastello@pcimi.com](mailto:lcastello@pcimi.com)). After undergoing review by the Zoning Administrator and other city staff, the application must receive approval from both the Planning Commission and City Council. For more information about the review process, please see the flowcharts located at the end of this section.

## **BUILDING PERMIT PROCESS AND APPLICATION**

Professional Code Inspections of Michigan handles all building permitting actions for the City of Allegan. You must fill out [this application](#) that will be submitted to PCI of Michigan (Bret Rietkirk at [brietkirk@pcimi.com](mailto:brietkirk@pcimi.com)). The application will be reviewed by the building department; applicant will be contacted within 10 days of submittal. For more information about the process, please see the flowcharts located at the end of this section

*Below you will find Development Review Process Flowcharts that have been provided to assist developers and other stakeholders as they undertake development projects. These flowcharts provide information on the steps that must be followed and provide estimated timelines regarding the duration of these processes.*

## SITE PLAN REVIEW TIMELINE

### Pre-Application

- You may schedule and attend a conceptual review meeting with the Zoning Administrator if desired.
- Please note that site plan review is only needed for commercial buildings or multi-unit residential development.
- Gather application materials:
  - o 11 Copies — 11"x17" fully dimensioned site plans and building elevation plans; make sure to include all of the site plan requirements as listed on the application.
  - o 3 Copies — 24" x 36" fully dimensioned site plans.
  - o 1 Digital File in Adobe Acrobat PDF format.
  - o Information with the site plan as detailed on the application.

### Application Due

30 Days Before Meeting

- Turn in completed application form to PCI of Michigan, with payment (checks made payable to the 'City of Allegan'), a minimum of 30 days before the preferred Planning Commission meeting date.

### Application Reviewed by Staff

30-16 Days Before Meeting

- Application is reviewed concurrently by the Joint Site Plan Review Committee.
- If any concerns are raised by these parties at this time, the applicant will have the ability to correct mistakes or answer questions pertaining to the site plan review.

### Meeting Memo Prepared

10-7 Days Before Meeting

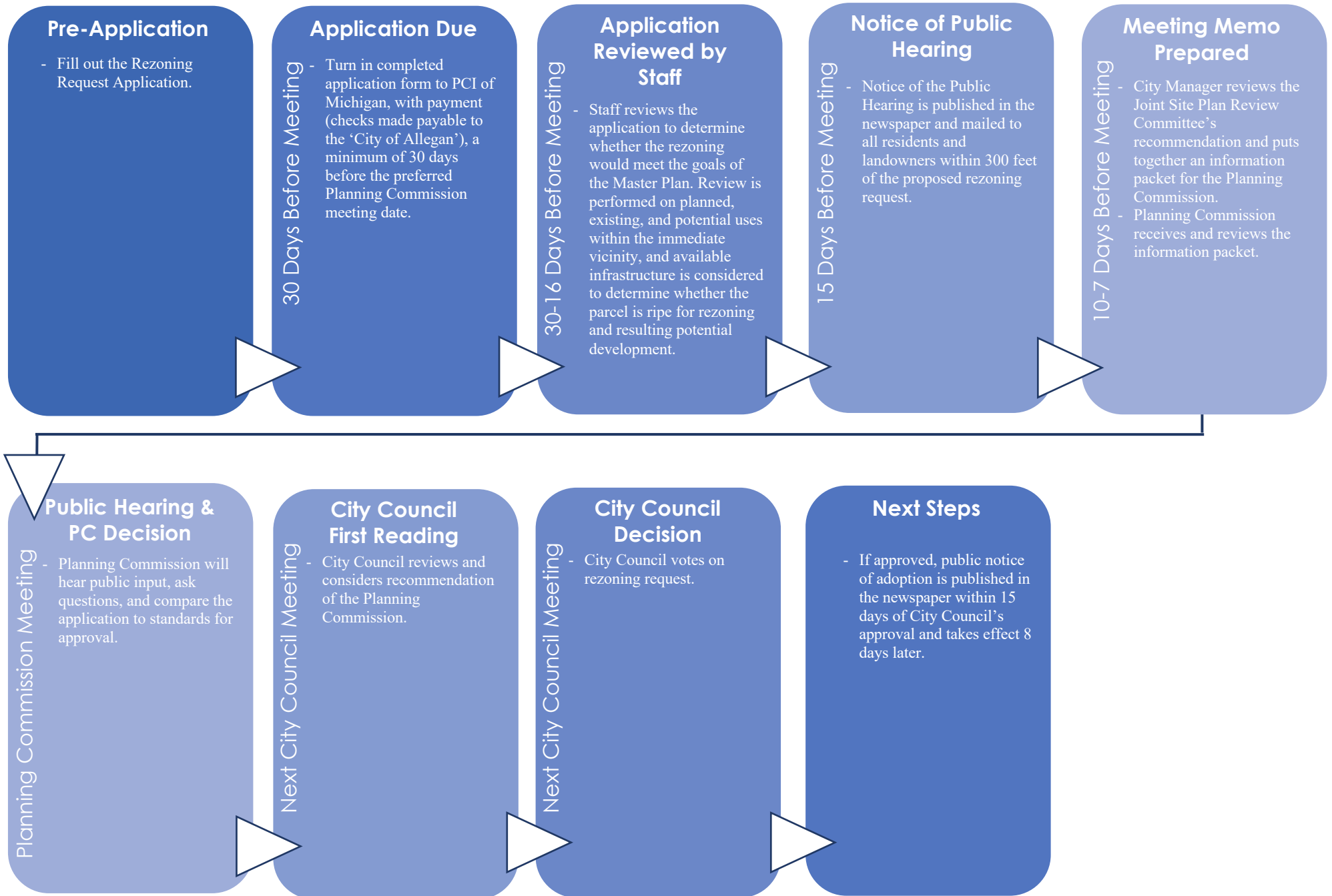
- City Manager reviews the Joint Site Plan Review Committee's recommendation and puts together an information packet for the Planning Commission.
- Planning Commission receives and reviews the information packet.

### Public Hearing & Decision

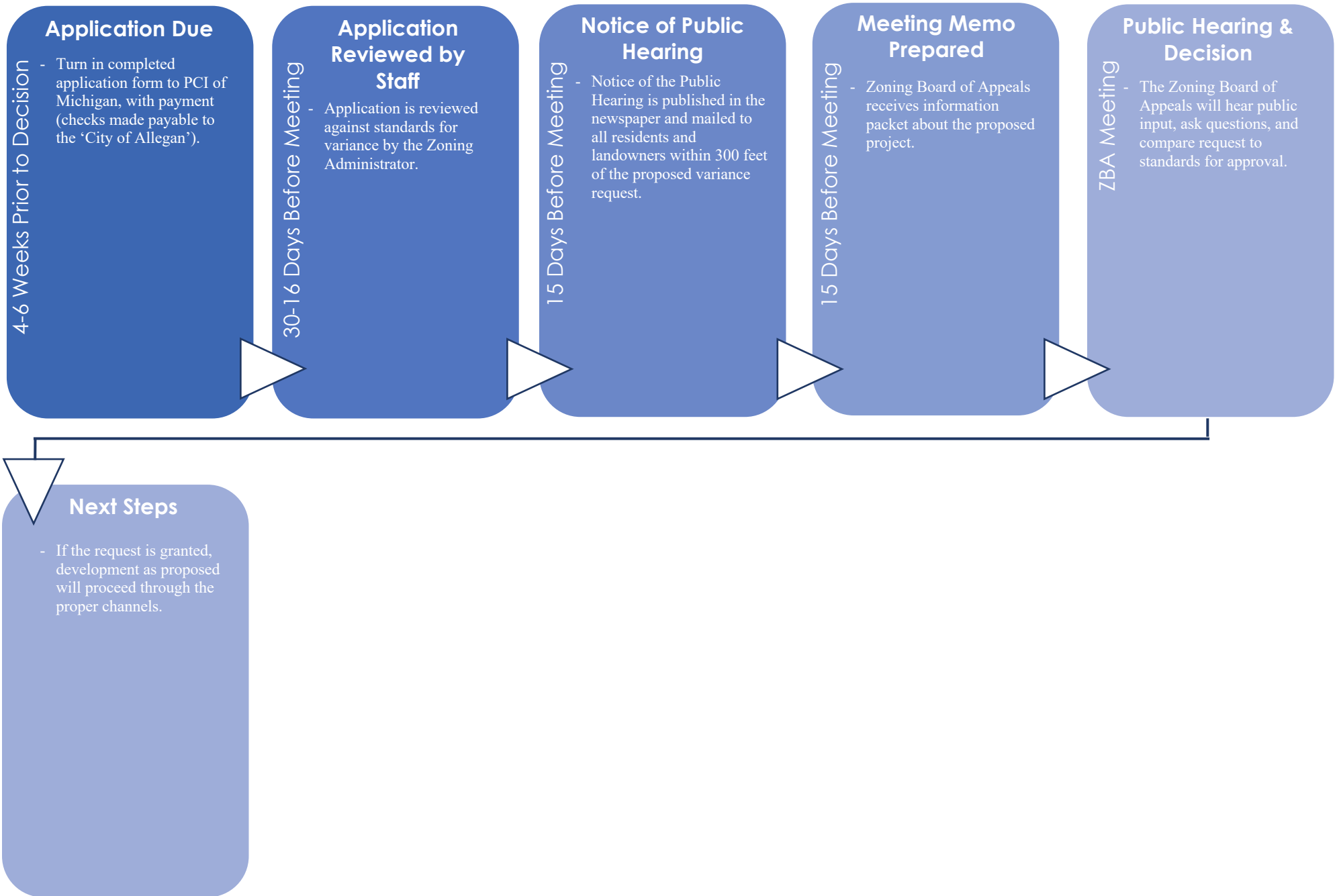
Planning Commission Meeting

- The Planning Commission will hear public input, ask questions, and compare application to standards for approval.
- If approved, development proceeds as proposed through the proper channels.

# REZONING REQUEST TIMELINE

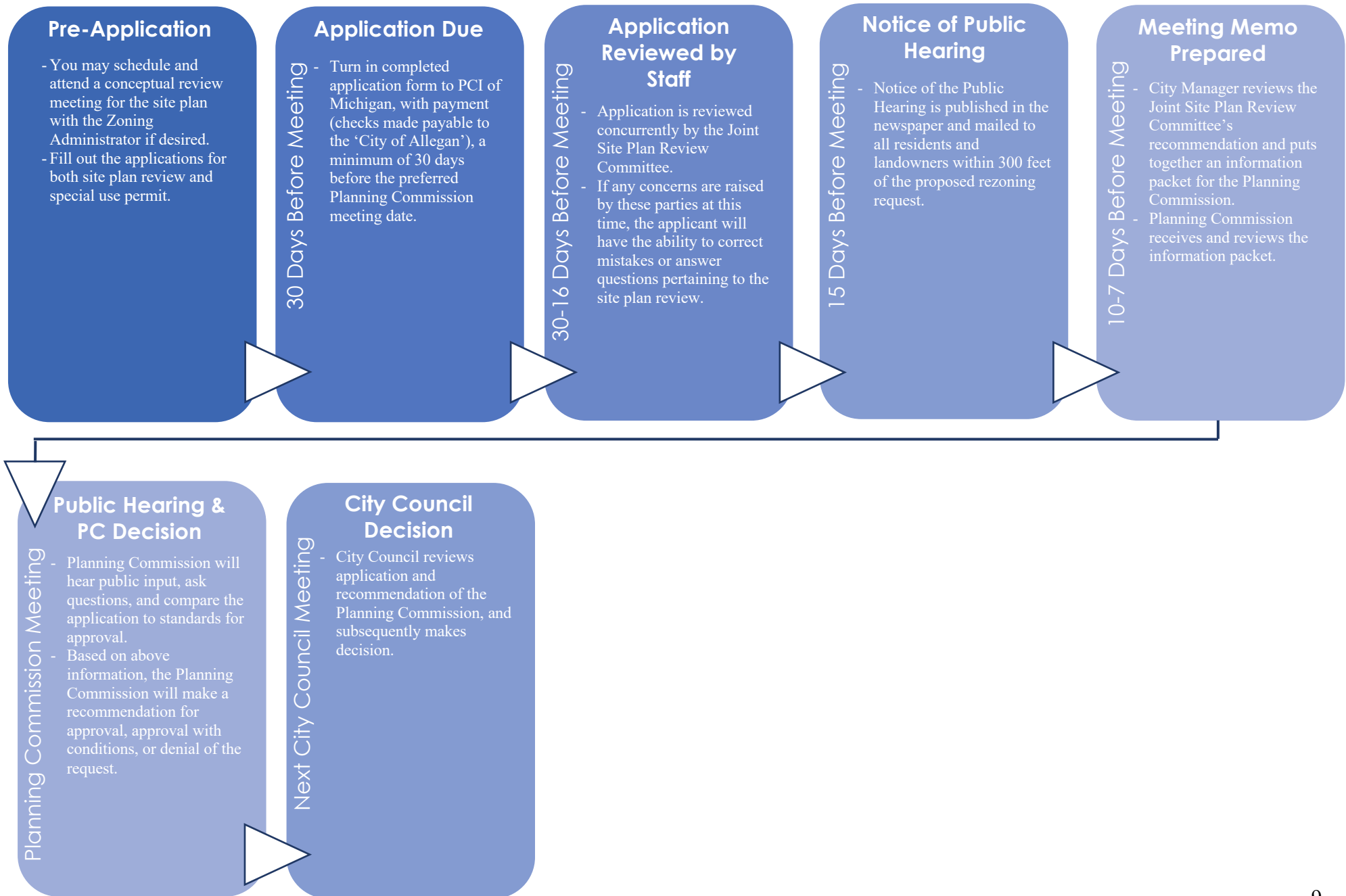


## VARIANCE REQUEST TIMELINE





## SPECIAL USE PERMIT TIMELINE



## BUILDING PERMIT TIMELINE

### Pre-Application

- You may call the PCI office with questions about the timeline, or if you are doing a commercial project and would like more guidance, you may schedule a conceptual review meeting with the Zoning Administrator.
- Please note that not all projects will need a building permit. New structures will, and some existing structures. Residential structures over 200 sf or additions to structures that will make the combined total floor area over 200 sf (120 sf for commercial structures) require permits. In addition, there are many types of projects that may be considered maintenance. Call the PCI office for questions relating to this.

### Gather Information for Building Permit

- A full checklist can be found at: <http://pcimi.forms/dorr-office/allegan-county>.
- Gather the following:
  - o 3 Sets of Plans or Blueprints for All Building Projects.
  - o A Site Diagram (See the application for all requirements).
  - o Legal Description of Property — deed or survey (Indicate recent property splits if any).
  - o Copy of Paid Utility Fees (Call the City at 269-673-5511 for assistance on this).
  - o All commercial projects require 3 sets of sealed plans.

### Gather Information for Other Permits

- Electrical permit needed if electrical work is to be done as part of the construction or alteration.
- Plumbing permit needed if plumbing work is to be done as part of the construction or alteration.
- Mechanical permit needed if mechanical work is to be done as part of the construction or alteration (air conditioning, furnace, etc.)

### Application Submittal & Review

- The building department will review completed applications within 10 days and either approve work to begin or contact applicant to adjust plans before beginning work.
- All application materials must be submitted before the review process can begin.

## RELEVANT ORDINANCES TO REVIEW

While developers may want to take a deeper dive into the City of Allegan’s Zoning Ordinance depending on the scale and type of project they are proposing, Article IV – Use and Dimensional Standards and Article XVIII – Administration may be particularly helpful to review prior to undergoing the Site Plan Review Process.

Article IV – Use and Dimensional Standards includes 402.1 Table of Uses which outlines what uses are allowed in each zoning district, as well as 402.3 Bulk Standards Table which delineates the dimensional standards in each zoning district.

Article XVIII – Administration includes all information on Site Plan Review and Approval.

To access the City of Allegan’s Zoning Ordinance, please [click here](#).

## FEE SCHEDULE

When undertaking a development in the City of Allegan, fees may apply. These include application fees, water/sewer hookup fees, and more. Below is a table outlining the fees directly related to development. To view the full fee schedule, please [click here](#).

### CITY HALL ADMINISTRATION

Planning/Zoning			
		Current	Proposed
		2020 Fee	2021 Fee
Fee Type	Description	Effective Date July 1, 2019	Effective Date July 1, 2020
Site Plan Reivew	Application	\$ 350.00	\$ 350.00
Development Plan Review	Application	\$ 500.00	\$ 500.00
Zoning Map Amendment	Application	\$ 350.00	\$ 350.00
Zoning Ordinance Amendment	Application	\$ 350.00	\$ 350.00
Zoning Ordinance Combination Amendment	Application	\$ 500.00	\$ 500.00
Zoning Ordinance Variance (ZBA)	Application	\$ 350.00	\$ 350.00
Zoning Ordinance Determination	Application	\$ 100.00	\$ 100.00
Zoning Ordinance Special Use	Application	\$ 350.00	\$ 350.00
Master Plan Text Amendment	Application	\$ 350.00	\$ 350.00
Master Plan Map Amendment	Application	\$ 350.00	\$ 350.00
Master Plan Combination Amendment	Application	\$ 500.00	\$ 500.00
Land Use Permit (Fence/Shed)	Application	\$ 25.00	\$ 25.00
Sign Permit First Sign	Per Sign	Per PCI	Per PCI
Sign Permit Each Additional Sign	Per Sign	Per PCI	Per PCI
Sign Permit Moveable Free Standing	Per Sign	Per PCI	Per PCI
Sign Permit Temporary	Per Sign	\$ 25.00	\$ 25.00
Property Splits or Combinations	Per Application	\$ 75.00	\$ 75.00
Food Truck Permit	Application	\$ 10.00	\$ 10.00
Home Occupation - Minor	Application	\$ 100.00	\$ 25.00
Home Occupation - Major	Application	\$ 100.00	\$ 200.00

## **SPECIAL MEETING PROCEDURES**

Special meetings of the Allegan City Council may be called by the City Clerk on the written request of the mayor or any two (2) members of the Allegan City Council, or the City Manager, upon eighteen (18) hours' written notice to each member of the council. The written notice shall designate the purpose of such meeting.

If a member of the public wishes to request a special meeting of the Allegan City Council or a City of Allegan Board or Commission, they must submit a written request to the City Clerk ([ctapper@cityofallegan.org](mailto:ctapper@cityofallegan.org)). Individuals will be notified if the request is approved.

## **FINANCIAL ASSISTANCE TOOLS**

*Below are financial assistance tools available to help individuals interested in developing and investing within the City of Allegan. To learn more about project eligibility and other information, please contact Joel Dye at [jdye@cityofallegan.org](mailto:jdye@cityofallegan.org).*

### **OBSOLETE PROPERTY REHABILITATION ACT (OPRA)**

Projects that take place on an obsolete property and result in a commercial or mixed-use building project located in the City of Allegan may be eligible for a tax incentive under the Obsolete Property Rehabilitation Act. Essentially, the existing taxable value on a facility may be frozen for up to 12 years, providing an incentive for the developer to make significant improvements to the building without increasing the property taxes on the building. In order to begin the process for obtaining an OPRA certification, please reach out to the City Clerk ([ctapper@cityofallegan.org](mailto:ctapper@cityofallegan.org)) to file an application.

### **INDUSTRIAL PROPERTY TAX ABATEMENT**

Industrial plants that primarily manufacture or process goods or materials by physical or chemical change, and other related facilities, may be eligible for an industrial property tax abatement. If approved, the firm pays an Industrial Facilities Tax (ITF), instead of property tax. In order to apply for this tax abatement, a written request to establish an Industrial Development District or a Plant Rehabilitation District must be filed with the City Clerk ([ctapper@cityofallegan.org](mailto:ctapper@cityofallegan.org)) prior to commencement of construction, alteration, or installation of equipment.

## **DESIGN GUIDELINES**

In addition to the Use and Dimensional Standards found in Article IV of the City of Allegan Zoning Ordinance, Article XVIII – Standards for Specific Uses, Section 1707 Design standards and conditions for specified uses provides additional design guidelines.

To access the City of Allegan’s Zoning Ordinance, please [click here](#).